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Users can access ECF by navigating to: <http://canb.uscourts.gov> or <https://ecf.canb.uscourts.gov>

Step 1 The **Welcome Screen** is displayed.

Click [*hyperlink*] Northern District of California -Document Filing System

Step 2 Logins and Passwords

Some registered users (attorneys, trustees and certain users) will use two sets of logins and passwords; one for [CM/ECF filing](#) and the other for [Public Access to Electronic Records \(PACER\)](#) access for queries and reports. Registered users will see a login screen. (**Note:** The Login and Password fields are case sensitive.) Registered users will initially enter their ECF login and password which has been issued by the court on this screen. This login and password allows electronic filing of documents, not access to reports or queries. The client code field is optional and is used for PACER users to associate this activity to specific customers. If an error is made before submitting the screen, clicking on the [Clear] button will delete the data and allow you to reenter information

Note: The registered user's login and password is the electronic equivalent of their signature. All users are personally responsible for activity with their logins.

If you forget your password, please use the [forgotten password link](#) on the login page or send an e-mail to the *helpdesk* at helpdesk@canb.uscourts.gov requesting a password change.

Access to the various modules are provided by the blue Main Menu Bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing participants to file documents, query, view or print a docket sheet, and generate reports.

Bankruptcy	If you are filing a new bankruptcy petition or filing any documents in a bankruptcy proceeding, click Bankruptcy from the main menu.
Adversary	If you are filing a new Adversary action or filing any document in an adversary proceeding, click Adversary to proceed.
Query	Query allows you to view a variety of information about a case such as a list of attorneys or current status, as well as the docket sheet. After identifying the case you want, you will see a menu of these choices.
Reports	From the Reports menu, you can run a variety of reports including a Case Report and Docket Report.
Utilities	This option allows you to view a log of transactions you have made in ECF. In addition, you can make Internet payments and view your Internet payment history.
Search	A pop-up window appears allowing you to enter the text to be searched.
Logout	Allows you to logout the system. Always use the Logout option when you have completed your work

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<http://www.canb.uscourts.gov/ecf/efiling-manual/accessing-ecf>